

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

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## **DEAN OF COUNSELING** Chabot College Management Class Specification

### **MANAGEMENT RESPONSIBILITY**

The Dean of Counseling is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Vice President of Student Services, is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedures relevant to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

### **GENERAL DESCRIPTION**

The Dean of Counseling, under the direct supervision of the Vice President of Student Services, is responsible for the development, direction, supervision, fiscal management and evaluation of the following programs and services: Counseling (all instructional and services aspects), Career/Transfer, Online Services, Student Health Center, and Assessment Centers, course and program articulation, and community/school relations. Additionally, this position, serving as the coordinator, will have the responsibility for the oversight of the College's Student Success and Support Program Plan.

### **DUTIES AND RESPONSIBILITIES**

The Dean of Counseling shall:

1. develop, direct, supervise, evaluate, and provide leadership to the total instructional and student services program and operations of the Counseling Division with the assistance of the division faculty and staff;
  - a. participate in the selection of full-time faculty, adjunct faculty and classified staff;
  - b. direct, supervise, and evaluate full-time and adjunct faculty and classified staff;
  - c. provide substitute counselors and instructors as appropriate;

- d. approve faculty recommendations on textbooks and instructional materials;
  - e. review and approve faculty and staff requests for such matters as conferences, field trips, and leaves of absence;
  - f. prepare the class schedule and faculty assignments across the schedule: day, evening, Saturday, weekend, summer, online, and other components;
2. promote and maintain high standards of instruction, counseling, and advising;
    - a. assist counselors in the improvement of their instruction, counseling and advising;
    - b. assist in providing orientation and staff development activities;
    - c. promote the development and use of a variety of learning and counseling resources and new technologies;
  3. provide leadership and assistance to the faculty in curriculum development;
    - a. review and prepare annual catalog changes;
    - b. evaluate present curriculum and course outlines for each course offering, assist instructors in following approved course outlines in their teaching;
    - c. evaluate present curriculum and courses with the faculty and prepare recommended proposals for the Curriculum Committee's consideration;
    - d. provide leadership for program improvement;
  4. provide leadership in institutional planning;
  5. provide leadership for program review;
  6. provide leadership for enrollment management in the division, including improvement of WSCH/FTE generation;
  7. develop and recommend the annual division budget, and oversee mechanisms for budget controls; prepare requisitions for supplies and equipment;
  8. provide direction and coordination of the liaison activities between the local area high schools and the College;

9. provide leadership, supervision, and coordination to the College Assessment and Career/Transfer Centers, Online Services, and Student Health Center;
10. assist in liaison between the College and the transfer institutions with regard to individual students, their success and the acceptability of transfer units and articulation;
11. provide for a program of research and studies related to the progress and welfare of students; for example: student tracking systems, student satisfaction, student retention;
12. maintain liaison with administrators and faculty members to assist them in the utilization of the counseling services;
13. provide leadership and supervision for the College's articulation office;
14. serve as the College's Matriculation Coordinator, overseeing planning, budgeting and reporting of the College's Student Success and Support Program activities;
15. collaborate with and assist the Dean of Special Programs and Services in developing successful counseling components for the College's categorical and special programs;
16. provide leadership in the development of new counseling strategies to assist a multicultural, complex student body in accessing and succeeding at the college, in career, vocational and life choices;
17. develop and submit grant proposals in collaboration with Division faculty and staff; administer grant projects;
18. collaborate with College and District personnel responsible for marketing, outreach and recruitment;
19. be responsible for the supervision of college operations at assigned times, including occasional service as administrator for the college in the evening or on Saturday or Sunday;
20. perform major responsibility duties and all other related and implied duties as may be assigned by the Vice President of Student Services and the President.

### **MINIMUM QUALIFICATIONS**

Education: Master's Degree; and

Experience: One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

**Desirable:** Master's degree preferably in an area related to counseling, psychology, or student personnel.  
Two years minimum administrative experience in student services, preferably, but not limited to, counseling and/or related student services in a community college. Two years counseling or supervision of counseling and/or special programs preferred.

### **APPOINTMENT**

The Dean of Counseling shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

**NOTE:** This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.